

## Section Level: Materials Management Screen

This report is used to manage the standard content assigned to a Course at the Course level.

Content can be:

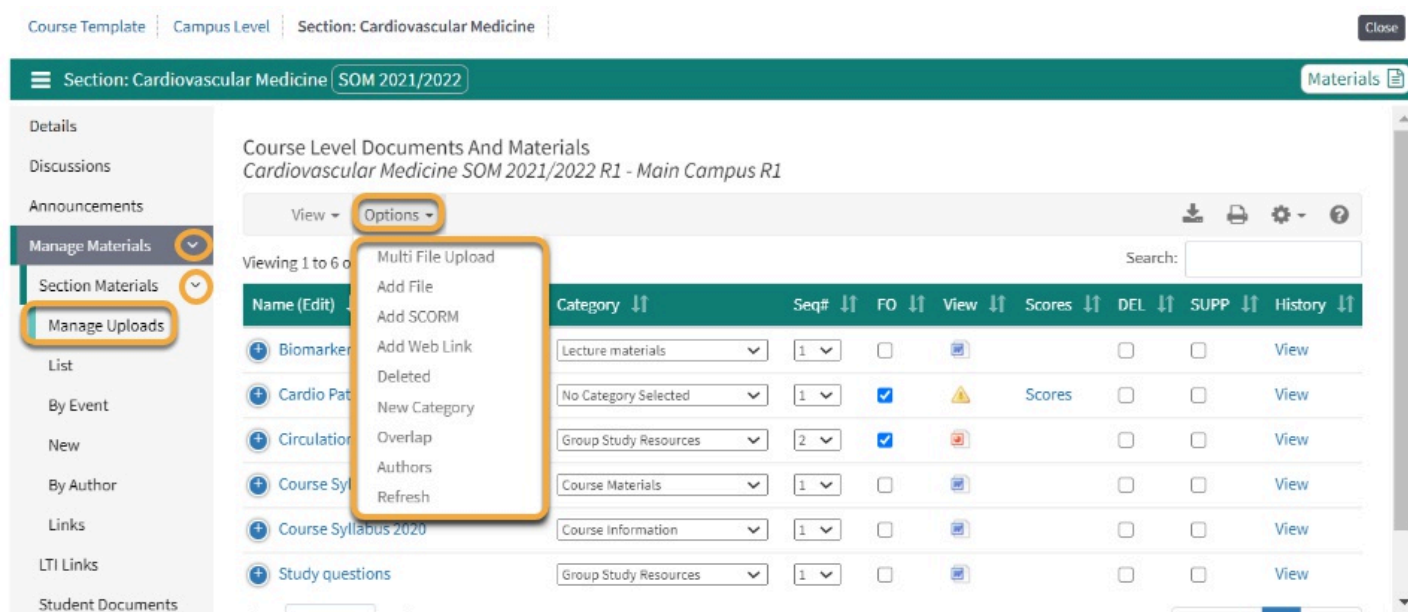
- Web links
- Electronic documents
- SCORM Content
- Any valid data file

**Path: Home > Courses > [Course Screen] > Manage Materials > Section Materials > Manage**

The screenshot displays the Leo LMS interface. The top navigation bar includes 'Leo', 'Insights', 'Calendar', 'Courses' (highlighted), and a search bar. The left sidebar lists navigation categories: CURRICULUM MAPPING, COURSE MANAGEMENT, PEOPLE, ASSESSMENT, and ADVANCED. The main content area is titled 'Section: Cardiovascular Medicine' and includes a 'Materials' button. A dropdown menu for 'Manage Materials' is open, showing options like 'Details', 'Discussions', 'Announcements', 'Manage Materials', 'Section Materials', and 'Manage Uploads' (highlighted). The 'Manage Uploads' option is further expanded to show 'List', 'By Event', 'New', 'By Author', 'Links', and 'LTI Links'. The main content area also displays course details such as 'Begin Date', 'End Date', 'School Year', 'Campus', 'Your Role', 'Course Director', and 'Course Coordinator'. The right sidebar shows 'Related Materials' with sections for 'Exam(s)', 'Course Material', 'Group Study Resources', 'Lecture materials', and 'Resources for Year 2'.



**TIP:** The term "files" can mean text documents, images, links, PowerPoint presentations, PDFs, spreadsheets, etc. - any file that is used to support your curriculum.



## Where do I put my files?

Where you choose to upload your files depends on whether the files are for the general Course or if they are specific to certain Events.

1. Files uploaded to the **Course Level** apply to all Students enrolled in the Course and are not tied to a specific Event or date.

- Examples of general Course files might be a syllabus or a recommended reading list for the Course.

2. For files that are specific to a particular **Learning Event**, you'll want to upload at the **Event Level**.

- For Example, a reading assignment or link to review other files prior to an Exam.

## (1) Multi Page Upload

This screen is the first step in the **Multi File Upload** interface. Here you can define default settings for all of the files you are about to upload.

Once you have specified your default settings you can move on to the next step of selecting the files you wish to upload. When those files are uploaded they will be tagged with the default settings from this screen.

You will also be able to edit the settings on each file individually after the files are uploaded.

Course Level Documents And Materials  
MD201: Cardiovascular System MD 2020-2021 R1 - Main Campus R1

View ▾ Options ▾

Viewing 1 to 1 of 10 items

**Multi File Upload**

**Name (Edit)**

**Course Syllabus**

**Show** 10

Add File  
Add SCORM  
Add Web Link  
Deleted  
New Category  
Overlap  
Authors  
Refresh

**Goals & Objectives | Clear Date and Time**

**Multi File Upload Settings**  
MD201: Cardiovascular System MD 2020-2021 R1 - Main Campus

This screen lets you enter settings for all the files you are about to choose in the multi file upload window. The settings you enter here will be applied to all of the files uploaded, but you can always change the settings on an individual file at a later time.

**Please note** that the upload system will look to see if a file you are uploading is a newer version of an existing file in the current list. If so, your newer file will replace the older file and the version number automatically added to the file name will be incremented.

You can on the **Toggle Advanced Settings** for more options.

**Warning:** Multi-File upload does not support SCORM content. Use the SCORM upload option for SCORM content.

1 Author:   
(Type to search for an item, double-click or \*\*\* for all items. Press ESC to erase field)

2 File Password:

3 ☐ **Faculty Only:**

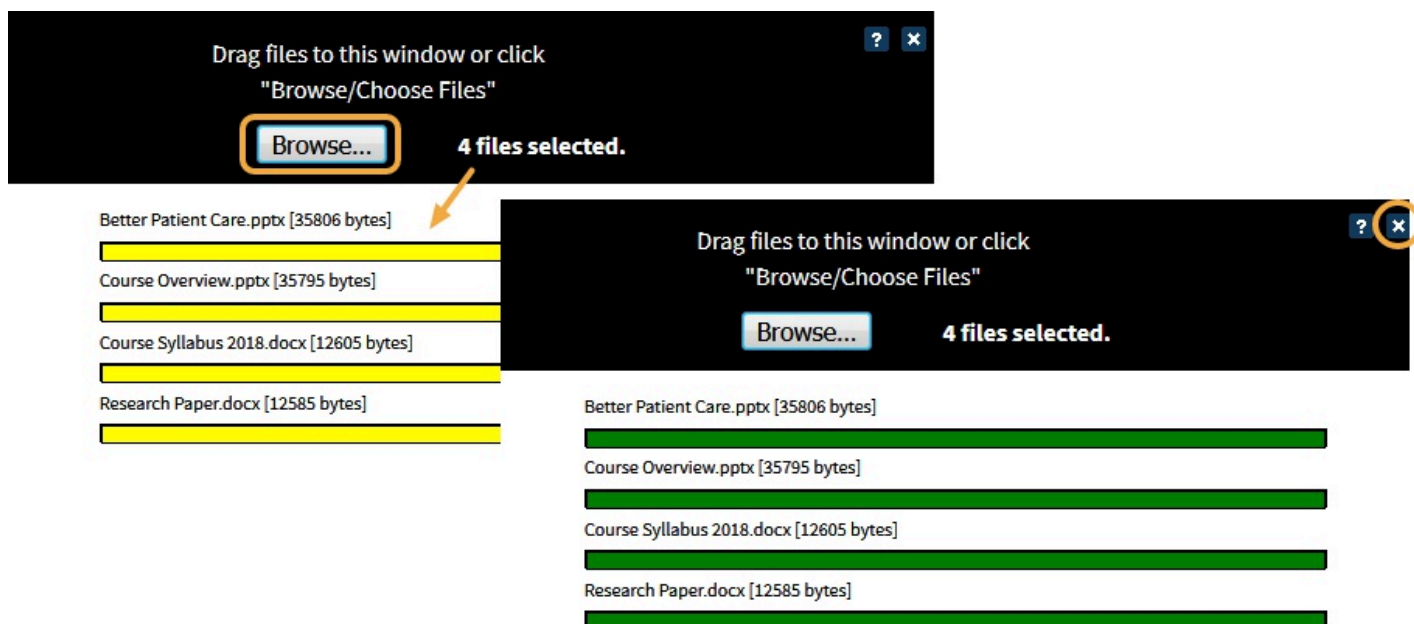
The options in this section will let you specify date and/or time restrictions for student access.

4 ☒ **No Time Restrictions** ☐ **Date Range** ☐ **Event Time +/-**

**Continue to File Upload**

1. **Author** - Lets you specify the author of this material
2. **Password** - If used, Students will be prompted for this password before they can download the document.
3. **Faculty Only** - If checked, only faculty and staff will be able to see this document.
4. **No Time Restrictions:** Used when access to a document is time sensitive.
5. **Date Range:** Used to control when the materials will be made available.
6. **Event Time +/-:** Used to control for how long materials will be available.

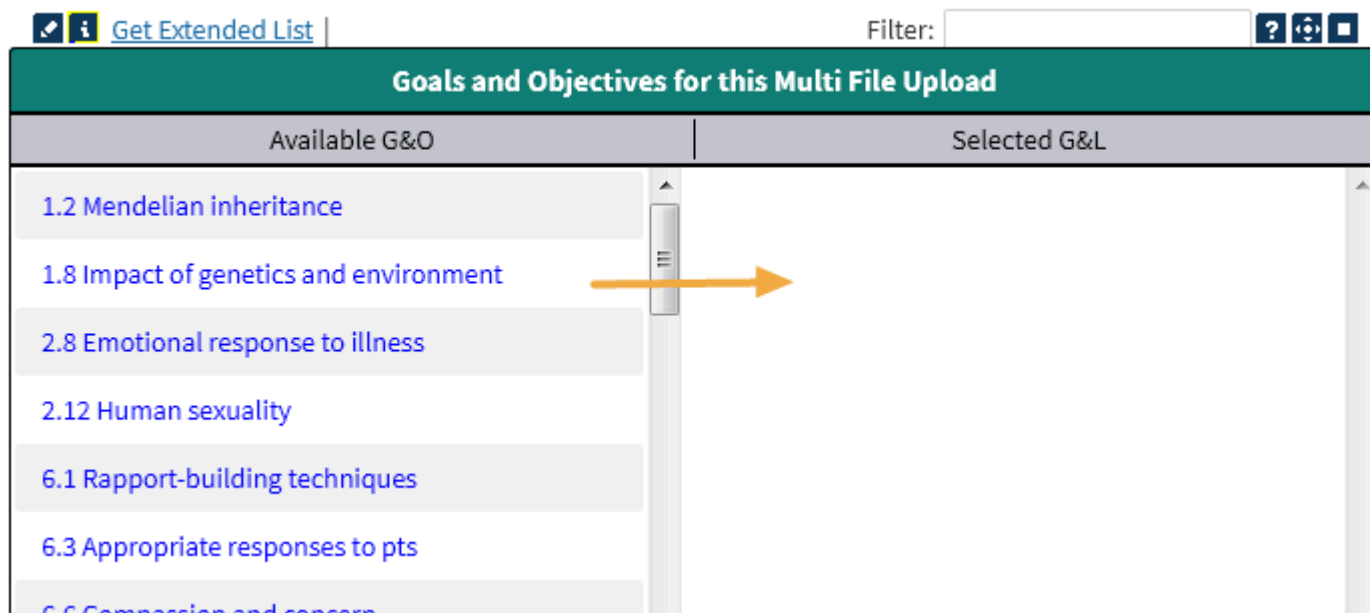
**TIP:** Specific Goal & Objectives can be added to the files for mapping purposes, the link is at the top of the screen. You can also clear Date and Time.



- Drag/Drop or Browse to select the files for upload.
- During the upload the files are scanned by our virus checker, this may take a few minutes.
- When all files are upload the bars will turn green.
- Click the X to close the window.

## Link Goals & Objectives

Select the Goals and Objectives you want to link to these files



## (2) Add File

This is the single file upload screen, which allows you to upload a one file to LCMS+.

- **Select a File:** Browse on your device

- **Title:** This is the name that will be displayed to students
- Save File
- **Advanced Options:**

Max File Size: 3700M



## Leo File Upload

Medical Science 5 SOM 2017/2018 R1 - East Campus

Select a File:

[Browse...](#)

No file selected.

Choose a new file from your device. Or [link to existing files](#)

Current File: **No file uploaded yet**

Title:

Enter a title that will be displayed to the students

[Save File](#)

[Advanced Options](#)

[Close](#)

## Advanced Options

This screen is used to assign various values to your document, such as:

- Author
- Faculty Only
- Password
- Dates of availability

Some of these features can be edited in the content management report, others are only available in this screen.

Back To Main  
Screen

Clear Dates |

Course Material Screen (New Record)

i
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✎
📄
🔄
🖨
?

Course: Medical Science 5 SOM 2017/2018 (r1)

Description:

Available    
 from: (Click for pop-up calendar)

To    
 (Click for pop-up calendar)

Skip Tablet Export: No

Faculty Only: No

Display Order: 1

Deleted: No

Save File

- **Course:** Edit Course that document is assigned to.
- **Description:** Type a short description, optional.
- **Available:** Date From & To.
- **Skip Tablet Export:** Default is no. Changing to Yes would deny Tablet/iPad Users from easy access.
- **Faculty Only:** Change status
- **Display Order:** Select display/sequence order
- **Deleted:** Add to deleted.

### (3) Add SCORM

Uploading SCORM is similar to uploading as single file.

- **Select a File:** Browse on your device
- **Title:** This is the name that will be displayed to students
- Save File
- **Advanced Options:**

The main difference is that you enter the number of attempts that a Student may have to view the SCORM lesson.

- Enter 0 (zero) for unlimited access.

Max File Size: 3700M
? + ↶ ↷ ✕

## Leo File Upload

Medical Science 5 SOM 2017/2018 R1 - East Campus

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Select a File: Browse... No file selected.

Choose a new file from your device. Or [link to existing files](#)

Current File: No file uploaded yet

Title:

Enter a title that will be displayed to the students

Save File

Maximum Attempts:

Enter the number of attempts students may have to view the SCORM lesson. Enter 0 for unlimited.

Advanced Options

Close



## Directions for creating your materials

### Quizzes Help -

- Adobe Presenter: <http://helpx.adobe.com/presenter/using/adding-quizzes-questions.html>
- Adobe Captivate: <http://helpx.adobe.com/captivate/using/set-question-slides.html>
- Articulate Storyline: <http://community.articulate.com/tutorials/products/adding-graded-questions-and-survey-questions.aspx>

### Saving your work

In any of the software used to create your quiz, save the file to a **SCORM 1.2 zip file** before importing to **LCMS+**.


## (4) Add Web Link

This screen lets you create a link in your Course to any web resource. This link will be treated as a content source by the System, and the landing page (first page) of the website will be indexed for use by the internal Leo search option.

If your web link is external (any page not within the Leo System) then it must be prefixed with <http://> or <https://>. This prefix lets the system know that the site is external.

If you are posting a link to a resource within Leo, then do not use the http/s prefix. In general, internal web links are not used very often.

[Clear Dates and Times](#) |



**LCMS+ TRAINING UME 2015/2016 R1 - Main Campus**  
**Test Event**  
**Web Link (New Record)**

When you enter the URL you **must** be sure to start the URL with *http* or *https*. For best results, simply copy the link from your browser and paste it here.

URL:  \*

Link Title:  \*

Description:

Lead:

Author: (Type to search for an item, double-click or "\*" for all items. Press ESC to erase field)

The options in this section will let you specify date and/or time restrictions for student access.

☒ No Time Restrictions ☐ Date Range ☐ Event Time +/-

Non-date restrictions on access and display options

Faculty Only:

Display Order:


Overlay:

←

Mark as Deleted:

The two required (\*) fields are:

- URL
- Link Title

 **NOTE:** The author field is only used to populate the first author in the author list. It will be empty the next time you open the screen, but the author you specified will be in the author list.

## (5) Deleted

You can review the deleted content here and restore the content.








DELETED

Documents And Materials







MD201: Cardiovascular System::MD 2020-2021

View ▾ Options ▾



Showing 0 to 0 of 0 entries

Search:

Name 	File (Download) 	Link 	Restore 	Created 	Modified 
No data available in table					








Show  entries

Previous

Next

## (6) New Category

Content **Categories** are labels used to organize files/documents/materials at the Course or Event level. After uploading a file to your Course or Event, you can assign a Category to that file. When files are displayed, they are grouped and sorted by Category.



Edit Material Category (New Record)

Category Name:

Sequence:

Save Record

Deleted:

## (7) Overlap

This report will show a list of all documents linked at the **Course Level** that are also assigned to one or more Events within the same Course.

## Duplicate Document Report for Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾ Back to Course Content



Viewing 1 to 10 of 29

Search: 

Core File Name ▴▾	Source ▴▾	Event Name ▴▾	Source From Date ▴▾	Source From Time ▴▾	Event From Date ▴▾	Event From Time ▴▾
320_pediatrics_2016	Course	Culturally Competent Care		N/A		
320_pediatrics_2016	Course	Small Group Discussion Case 2		N/A		



This can have a direct impact on the Document Distribution option and on the general availability of a document to Students.

Documents at the Course Level can be restricted by date but not by time. Section and Event versions of the file have same release date, the Course version of the document will be available at 1 minute past midnight. Please note that time restrictions will be added to Section documents.

## (8) Authors

This report shows the assigned **Authors** and **Uploaders** for all content at the Course level. You can click on the **Title** of any of the content to update the Author or Uploader.

## Duplicate Document Report for MD201: Cardiovascular System MD 2020-2021 R1 - Main Campus

View ▾ Back to Course Content

Viewing 1 to 20 Search:

Core File Name	Source	Event Name	Source From Date	Source From Time	Event From Date	Event From Time
10 sclerenchyma	***		0	Admin, Admin	2018-01-02	13:39:40
11 Study_questions	***		0	Admin, Admin	2018-01-02	13:39:40
12 Better_Patient_Care	Clinician, Frank		0	Griffin, Mary	2018-05-07	12:44:50
13 Course_Overview	Clinician, Frank		0	Griffin, Mary	2018-05-07	12:44:50
14 Course_Syllabus_2018	Clinician, Frank		0	Griffin, Mary	2018-05-07	12:40:56
15 Research_Paper	Clinician, Frank		0	Griffin, Mary	2018-05-07	12:44:50

Show 10 entries Previous Next

## Menu Columns

Course Level Documents And Materials  
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center R1


View ▾ Options ▾

View 1 to 4 of 4

1 Name (Edit)	2 Category	3 Seq#	4 FO	5 View	6 Scores	7 DEL	8 SUPP	9 History	10 G&O	11 Authors
320_pediatrics_2019	No Category Selected	1						View	0	0
Neonatology Newborn Medicine	LTI Content	1						View	0	0
Pediatric Clerkship - Student Expectations	General	1						View	0	0
Pediatric Clerkship Syllabus	General	1						View	0	0

- 1. Name (Edit):** Clicking the document link under the **Name (Edit)** column allows you to edit the name or re-load an updated document.
- 2. Category:** The **Category** column allows you to assign a Category to your document. Use the drop-down menu to view all the options.
- 3. Seq#:** The sequence number dictates the order in which the documents will appear in the Related Materials list/category
- 4. FO:** Materials labeled **FO** or **Faculty Only** will only be visible to the Faculty and Staff assigned to this particular Event.

5. **View/Scores:** Clicking the **View** link corresponding to your document, you will see a list of all the Users that have downloaded that particular document/material as well as the date/time of the download.
6. **DEL:** The **DEL** column allows you to delete/remove a document from the Section's Materials.
7. **SUPP:** The **SUPP** column allows you to indicate whether the document is supplemental.
8. **History:** The **History** column allows you to see the activity history for each document/material.
9. **G&O:** Click the number corresponding to your document/material and you will be able to assign or map Objectives to your document/material.
10. **Authors:** The **Authors** column shows how many authors are linked to the document. Click the number link to add/remove authors.
11. **GrpSec - Group Security:** The **Group Security (Grp Sec)** column indicates the number of Groups assigned to the document. Click the number link to assign a Group to the document.

 **TIP:** In the **History** screen for each document/material you can view the Users that have **not** downloaded the document by clicking the **Exception Report** link located at the top/bottom of the **History** screen.